

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 36-802**

29 March 1996

Personnel

OVERTIME WORK

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction implements AFRD 36-8, *Employee Benefits and Entitlements*, and establishes the responsibility and procedures for overtime work of civilian employees within this headquarters.

SUMMARY OF REVISIONS

This revision generally updates the entire text of HOI 40-1.

1. Responsibility:

- 1.1. Hold overtime work by civilian employees to a minimum consistent with essential operations and emergency peak workloads of a temporary nature.
- 1.2. Directors and heads of special staff offices are responsible for determining the need for overtime work for activities under their jurisdiction, and whether or not an emergency workload exists to a point where overtime work is justified. They may approve requests for overtime work when compensatory time off will be granted in lieu of premium pay. If premium pay for overtime work is required, approval must be obtained from the AFRES Assistant Vice Commander.
- 1.3. To the extent possible, supervisors plan their activities in a manner to preclude overtime work.

2. Overtime Requests. Request and justify overtime work in writing. Approval must be in advance unless an emergency prevents such action. Approval is then obtained by the end of the 1st workday following the performance of overtime work, or as soon as possible thereafter.

2.1. Management officials or supervisors who consider overtime work essential:

- 2.1.1. Consolidate requests for their activity on AF Form 428, **Request for Overtime, Holiday, Premium Pay, and Compensatory Time.**

2.1.2. Prepare a separate AF Form 428 for each pay period involved and include a separate reason for each period of overtime in each applicable function.

2.1.3. Sign the completed AF Form 428 and forward it to the approving official for signature.

2.2. The approving official will:

2.2.1. Sends the request, if approved, through the requester to the appropriate timekeeper.

2.2.2. Returns the request to the requester if disapproved.

2.3. Timekeepers verify the approval of all paid overtime before entering hours on the timekeeping form. Forward the approved AF Form 428 to the requester who retains it for a period of 6 years, according to AFMAN 37-139, *Records Disposition Schedule*, for audit purposes after recording the overtime.

3. Compensatory Time. Subject to the provisions of the Fair Labor Standards Act (FLSA) and 5 CFR, Part 551, supervisors may grant compensatory time off to certain General Schedule (GS) employees to compensate them for overtime work performed. Compensatory time off is not authorized for Federal Wage System (FWS) employees. Compensatory time off is not authorized for GS employees who are nonexempt from the FLSA, unless requested by the employee.

4. Paid Overtime:

4.1. Subject to provisions of the FLSA, and 5 CFR, Part 551, employees are paid for overtime worked when it is not practical or possible to authorize compensatory time off for overtime work.

4.2. Employees are paid for overtime work when, because of the immediate need of their services, authorized compensatory time could not be taken by the close of the 12th pay period following the period in which overtime work was performed. In this instance:

4.2.1. If the employee cannot be granted time off, the immediate supervisor:

4.2.1.1. Prepares AFMC Form 151, **Payroll Adjustment Record**, to request overtime pay.

4.2.1.2. Sends AFMC Form 151 to reach the approving official before the close of the 11th pay period following the pay period in which overtime was worked.

4.2.2. AFMC Form 151 is signed by the approval official as to approval/disapproval and sends it back to the immediate supervisor.

4.2.3. The immediate supervisor:

4.2.3.1. If the request is approved, sends AFMC Form 151 to reach the civilian payroll office not later than the close of the 12th pay period following the pay period in which overtime work was performed. A copy of AFMC Form 151 is sent to the timekeeper for attachment to the related AF Form 428.

4.2.3.2. If the request is disapproved, assures that the employee uses his or her compensatory time off before the close of the 12th pay period in which overtime work was performed.

5. Recording Overtime. Overtime work is recorded on the timekeeping form in quarter-hour increments.

DAVID S. SIBLEY, Brig Gen, USAFR
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